



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

SCHOOL FINANCE MEMORANDUM 04-053

To: All Arizona School District Superintendents, Business Managers, Charter Operators
From: Steve Murosky, Student Detail Manager, School Finance
CC: County School Superintendents
Date: 6/8/2004

As stated in the memorandum from Vicki Salazar date May 19, 2004, School Finance will accept corrections to FY 2003-2004 student detail data without the requirement of a 15-915 letter until August 20, 2004. We believe this date to be a realistic, firm deadline and all submissions after this date must follow the formal 15-915 process.

Budget revisions for FY 2004-2005 may be made without a 15-915 request as corrections are made and new information is included in the APOR55-1 and BUDG 25.

We strongly encourage you to have your student detail data as accurate as possible by June 30, 2004 as there are many negative affects across the Department of Education if the data is inaccurate. If it is not possible for you to have your FY04 student detail data correct by June 30, 2004, please follow these steps:

- When you are ready to upload a file, you must submit a written request to have a window opened in SAIS. Requests should be sent to SchoolFinance@ade.az.gov.
- You will receive an email from School Finance notifying you of the extension deadline.
- When you have finished uploading all data and verifying it's success, you will need to email School Finance notifying us that you need to have new reports posted. Again, requests should be sent to SchoolFinance@ade.az.gov.

School Finance policy will not allow us to run aggregation for any LEA after June 30, 2004 without a request in writing.